

**DUTY STATEMENT**STATE OF CALIFORNIA  
CEC-004 (Revised 04/07)**Proposed**

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Energy Analyst	<b>Position No.</b> 760-5837-015
<b>CBID:</b> R10	<b>Office:</b> Environmental/Biological Resources
<b>Date Prepared:</b> August 11, 2016	<b>Division:</b> Siting, Transmission and Environmental Protection
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**POSITION DESCRIPTION:** Under the direct supervision of the Biological Resources Unit Senior in the Environmental Protection Office, the Energy Analyst will participate in analyses of average difficulty assessing biological resource implications of energy facilities and Commission programs and policies.

**WORKING CONDITIONS:** The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking. On occasion, hiking in remote areas and conducting biological resource field investigations is required. Travel is required to participate in workshops, hearings, outdoor power plant site visits, and biological resource field investigations. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

**DUTIES AND RESPONSIBILITIES:** While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Commission software such as word processing, spreadsheet, electronic mail and Internet; and participate in and lead meetings with other staff and other agencies. The incumbent will:

- 35% Participate in analyses relating to the biological resources impacts of Notices of Intention, Applications for Certification, and Small Power Plant Exemptions. The incumbent will be assigned to power plant siting projects or tasks that are of average difficulty. (E)
- 20% Identify, describe, and analyze biological resource issues of average difficulty related to electrical energy production facilities, alternative energy technologies, energy research and development, and Commission programs. This includes the preparation of sections of initial studies, environmental impact reports, and Commission reports. (E)
- 10% Evaluate power plant compliance with conditions of certification related to biological resources for their supervisor. Prepare recommendations for their supervisor or team lead relating to amendments and project changes to previously approved power plants. (E)
- 10% Prepare correspondence for their supervisor's distribution to biological resource protection and management agencies, environmental organizations, universities, and special interest groups to ensure their input into Commission programs. (E)
- 5% Organize and lend support during workshops and meetings concerning Commission projects, programs, and policies amongst and between staff, the utilities, governmental agencies, private organizations and the public. (E)
- 5% Gather, tabulate, and analyze data relating to biological resources or electrical infrastructure. (E)
- 5% Review and analyze existing and proposed laws, ordinances, regulations, standards and policies pertinent to biological resources and advise their supervisor or team lead on the impact or potential impact. (E)

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- 5% Review the biological sections of Environmental Impact Reports submitted to the Commission and prepare comments on those sections for their supervisor or team lead. (M)
- 5% Perform other duties as required, consistent with the specifications of the classification. (M)

<b>SIGNATURES</b>	
<b>I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION</b>	
<hr/> <b>Vacant</b> <b>Employee</b>	<hr/> <b>Jon Hilliard</b> <b>Supervisor</b>
<b>Date</b>	<b>Date</b>